

TO: Mayor and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of January 10, 2011
DATE: January 7, 2011

PLEDGE OF ALLEGIANCE

Daniel Abdoue, Pleasantdale Elementary School

6. ORDINANCES

A. Annex Certain Property (Surrounded Territory)

On December 13, 2010, our noise consultant, Mr. John Yerges, of Yerges Acoustics, presented his recommendations for improvements based on the noise attenuation treatments originally proposed by SAIA (see attached). It is my understanding that SAIA has agreed to all of the proposed improvements made by our consultant, but is waiting for the property owner, Robert Ragulic, to sign off on it. SAIA's noise consultant and landscape architect will be present on Monday evening to discuss this matter. It is also my understanding that SAIA attorney Scott Hargadon will be unable to attend due to a scheduling conflict. Assuming that SAIA and the property owner are in agreement with the proposed improvements suggested by our consultant, **it would be my recommendation** that we move forward into the next stage of negotiations and attempt to finalize an annexation agreement.

B. Amend Chapter 25 (New Class "P1" Liquor License)

Attached is an Ordinance amending the Municipal Code to accommodate the sales of wine and beer by the glass for County Wine Merchant. The amendment adds a new class of liquor license which provides for "the sale or offer for sale of individual servings of wine and/or beer for consumption on the premises, provided that the sale of such individual servings of wine and/or beer is ancillary to the sale of packaged wine as per the Class P license and provided that there is service of pre-packaged food for consumption on the premises." As drafted, the Class P-1 license would only be available to a holder of a Class P license (wine boutique) and there would only be one license available in this class. The amendment also establishes a \$500 fee for the Class P-1 license which is in addition to the \$2,500 fee for the pre-requisite Class P license.

The amendment has been written with the intention of accommodating the request of County Wine Merchant to sell wine and beer by the glass ancillary to its primary business of selling packaged wine but also with the intention of not allowing a traditional tavern (sales of alcoholic beverages without a restaurant and as the primary business).

It is our recommendation: that the Ordinance be approved.

C. Text Amendment – Sell Wine/Beer for Consumption on Premises (Z-11-2010: 208 Burr Ridge Parkway – County Wine Merchants)

Attached is an Ordinance amending the list of special uses in the B-1 District of the Zoning Ordinance to accommodate the request by County Wine Merchant. The amendment replaces “Wine Boutique with ancillary wine tasting” with “Wine Boutique with ancillary service of wine and beer by the glass and with service of pre-packaged food for consumption on-site.” Agenda item 6-B provides the necessary liquor code amendment. The Plan Commission previously recommended approval of this amendment.

It is our recommendation: that Ordinance be approved.

D. Special Use – Sell Wine/Beer for Consumption on Premises (Z-11-2010: 208 Burr Ridge Parkway – County Wine Merchants)

Attached is an Ordinance granting special use approval for a “Wine Boutique with ancillary service of wine and beer by the glass and with service of pre-packaged food for consumption on-site” at 208 Burr Ridge Parkway. The special use is for County Wine Merchant in the County Line Square Shopping Center. Agenda items 6-B and 6-D are related. The Plan Commission previously recommended approval of this special use.

It is our recommendation: that the Ordinance be approved.

E. Special Use – Allow Outdoor Dining (Z-12-2010: 114 Burr Ridge Parkway – Capri Express)

Attached is an Ordinance granting special use approval for outdoor sidewalk dining at 114 Burr Ridge Parkway. The special use is for Capri Express Restaurant in the County Line Square Shopping Center. The Plan Commission previously recommended approval of this special use.

It is our recommendation: that the Ordinance be approved.

F. Deny Text Amendment – Allow Outdoor Food Storage/Preparation (Z-12-2010: 114 Burr Ridge Parkway – Capri Express)

Attached is an Ordinance denying a text amendment to add “Outdoor food preparation and storage” as a special use in the B-1 District. The amendment was requested by Capri Express Restaurant in the County Line Square Shopping Center. The Plan Commission previously recommended denial of this amendment.

It is our recommendation: that the Ordinance be approved.

G. Setback Variation (V-06-2010: 8449 Omaha Drive – Phillips)

Attached is an Ordinance granting a corner side yard setback variation for

a deck for the single-family residence at 8449 Omaha Drive. The Zoning Board of Appeals previously recommended approval of this variation.

It is our recommendation: that the Ordinance be approved.

H. **Special Use – Allow Outdoor Dining (Z-12-2010: 118 Burr Ridge Parkway – Capri Mex)**

Attached is an Ordinance granting special use approval for outdoor sidewalk dining at 118 Burr Ridge Parkway. The special use is for the proposed Capri Mex Restaurant in the County Line Square Shopping Center. The Plan Commission previously recommended approval of this special use.

It is our recommendation: that the Ordinance be approved.

7. **RESOLUTIONS**

8. **CONSIDERATIONS**

A. **Possible Renovation of Village Hall**

One of the goals established by the Village Board in their 2009 Goal Setting Session is the renovation of the Village Hall. Now that the Police Department has moved into their new facility, the area that was formerly used by the Police Administration has been renovated at a cost of approximately \$15,000 for use by the Finance Department. No other renovation work has been done to the building.

The Public Works Department has developed a rough cost estimate for the renovation of the Village Hall, with a total estimated cost of \$798,839 (see attached). This cost is broken down as follows:

| | |
|--|------------------|
| Village Hall interior remodeling | \$249,699 |
| Other Village Hall interior considerations | \$115,000 |
| Village Hall exterior | \$301,000 |
| Contingency | \$133,140 |
| TOTAL | \$798,839 |

Please note that the costs do not include costs associated with architect fees or interior design fees. In addition, these costs do not include costs associated with updating the cable TV equipment, adding any new furniture or changing the existing configuration of the building in any way.

Personally, I think these numbers are high and can be reduced significantly. In lieu of an architect, I believe we can get by with an interior design consultant to help us choose wall colors, carpeting, tile, counters, etc. This project can also be done in phases, with the exterior work done separately.

Although there is a need to renovate the Village Hall after 25 years, the

question will be how to pay for it. One suggested possibility is the use of surplus funds that will become available upon the sale of Village-owned property. Once both properties that the Village has on the market are sold, there would be sufficient dollars to pay for the renovation:

| | |
|--------------------------------|--------------------|
| Rustic Acres | \$1,875,000 |
| Pump Center | \$2,245,000 |
| TOTAL AVAILABLE | \$4,120,000 |
| Committed to Police Department | \$2,800,000 |
| BALANCE | \$1,520,000 |

However, it will be at least a couple of years before the properties are sold. In the meantime, the Board could use equity to pay for the interior improvements or use some of the money that was provided by Opus in lieu of constructing the 71st Street Bridge Project (\$850,000).

It is my recommendation: that the renovation of the Village Hall be referred to the Space Needs Committee (Mayor Grasso, Trustee Grela, Trustee Paveza and Plan Commissioner Greg Trzupek) for review, discussion and development of a proposed plan.

B. Forward Final Report re Sign Ordinance to Plan Commission

Please find attached a memo from Community Development Director Doug Pollock to the Sign Ordinance Review Task Force. The memo summarizes the findings of the task force. The task force recommends that the Board direct the Plan Commission to begin public review of amendments to the Sign Ordinance related to the issues outlined in the report.

The mission of the Sign Ordinance Review Task Force was to identify issues in the Sign Ordinance for further review by the Plan Commission and Village Board. The issues identified by the Task Force for further review include:

1. **Number of Signs:** The Task Force acknowledged that most of the requests for additional signs come from properties and buildings that face I-55. Businesses in these buildings pay a premium for highway exposure. It was suggested that an overlay district be considered as an option for properties abutting I-55. An overlay district would allow the Village to consider extra sign area or additional signs for identification of businesses from I-55 while not impacting other properties in the Village.
2. **Temporary Signs;** The Task Force acknowledged that one of the primary reasons it was created was in response to requests by the Burr Ridge Village Center for additional temporary signs. Opus North submitted a request to the Village Board for five banners to be erected on the buildings advertising the sale of residential condos. The Board forwarded the request to the Plan Commission. Opus North chose not to further pursue the request at this time and the Village Board subsequently created the Sign Review Task Force to look at this and

other sign issues.

The Task Force suggested that conditional sign approval for increases in the size or duration of temporary real estate advertising signs would be an option. The Task Force also suggests that clearer and more distinct definitions are needed for “Real Estate Signs”, “Construction Signs”, and “Development Signs”. Establishing a conditional sign approval category for such signs when a developer requests signs above the minimum, would at least create an understood process for review and could also establish standards for the size, location, materials, and duration of such signs.

3. **Transitional District Signs:** The Sign Ordinance restricts signs in the transitional district to 16 square feet. Almost all of the signs in the transitional districts have received variations to allow an increase in size. The Task Force recommends that consideration be given to allowing signs up to 50 square feet in the transitional districts.
4. **Billboard Signs:** The Task Force recommends further research and consideration of amortization clauses for off-premise advertising signs (billboards).
5. **Human Signs:** The Task Force recommends further research and consideration of regulations that would prohibit or restrict signs carried by people such as is commonly used for retail sales events.
6. **Stucco Monument Signs:** Although this issue has come up subsequent to the Task Force meeting, staff suggests that the Village include a review of stucco monument signs in light of the recent review of the sign at 15W256 North Frontage Road.

It is our recommendation: that the Board forward the report to the Plan Commission for further review and recommendations.

C. Contract Renewal for Lift Station Maintenance

The annual service contract with Metropolitan Industries, Inc. for the maintenance of the three (3) sanitary sewer system lift stations located in the Village is due for renewal. The total annual cost of the new contract is \$9,180.00 for the monthly servicing of the Chasemoor, Arrowhead and Highland Fields lift stations. This will be billed on a monthly basis of \$765.00 per month. This amount represents a \$43.00 per month increase from the current cost of \$722.00 per month. This increase will result in an additional annual expenditure of \$516.00 from the current contract for maintaining all of the sanitary lift stations.

Metropolitan Industries, Inc. of Romeoville, Illinois has been performing this work for the past several years. They are the only local company that has the ability to perform these maintenance functions and also provide 24 hour emergency service.

It is our recommendation: that the recommendation to renew the

lift station maintenance contract with Metropolitan Industries for the 2011 calendar year be approved.

D. Tuition Reimbursement for Public Works Director Paul May

Attached please find a request from Public Works Director Paul May for tuition reimbursement to pursue a Master's Degree program. \$3,000 was budgeted in FY 10-11 for this purpose. Mr. May has completed all the necessary paperwork, as outlined in the Village's Educational Assistance Program.

It is my recommendation: that the request for tuition reimbursement not to exceed \$3,000 in FY 10-11 for Public Works Director Paul May be approved.

E. Resignation Letter of Police Data Clerk Andrea Mitre

Attached please find a resignation letter from Police Data Clerk Andrea Mitre.

It is our recommendation: that the resignation letter from Andrea Mitre be received and filed.

F. Hire Part-Time Police Data Clerk

As the Board will recall, the Police Data Clerk position was downgraded from one full-time employee to two part-time employees. In order to cover the workload, it is important that this second part-time Data Clerk position be filled as soon as possible. With this in mind, **it is my recommendation** that the Board authorize the Police Chief to fill the position of part-time Police Data Clerk.

G. Unpaid FMLA Leave (Eric Koslowski)

Attached please find a letter from Officer Eric Koslowski requesting an unpaid leave of absence for up to 8 weeks under the Family and Medical Leave Act. Officer Koslowski is requesting a leave of absence to recover from arthroscopic surgery, which qualifies under the FMLA regulations for a leave. Mr. Koslowski's FMLA leave will begin once he has exhausted the required paid compensatory, vacation, personal and sick time allotments, as specified in the Act and the Village's Personnel Manual (*"Eligible employees on FMLA leave shall be required to substitute until exhausted accrued paid compensatory time, personal leave and any vacation leave in excess of 40 hours, and all accrued sick leave in excess of 40 hours, for all or any (otherwise) unpaid FMLA leave relating to the eligible employee's own serious health condition."*).

It is our recommendation: that the request for unpaid leave of absence under the Family and Medical Leave Act for Police Officer Eric Koslowski be approved.

H. Proclamation – Radon Action Month

Enclosed is a Proclamation designating January 2011 as Radon Action Month in the Village of Burr Ridge. The Illinois Emergency Management Agency – Division of Nuclear Safety Radon Program and the U.S. Environmental Protection Agency are requesting that communities approve this Proclamation and encourage their residents to test their homes for radon and mitigate elevated levels of radon if and when found in their homes.

It is our recommendation: that the Proclamation be approved.

I. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$513,265.02 for all funds, plus \$374,318.02 for payroll (two payroll periods – 12/11/10 and 12/25/10), for a grand total of \$887,583.04.

It is our recommendation: that the Vendor List be approved.